Foxit®

User Manual

Foxit® Enterprise Reader

For Windows

Microsoft® Partner
Gold Independent Software Vendor (ISV)

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Contents

Contents III
FOXIT CORPORATION LICENSE AGREEMENT FOR DESKTOP SOFTWARE APPLICATIONS 1
Chapter 1 – Introduction 9
About the User Manual 9
Foxit Enterprise Reader Overview 9
Foxit Enterprise Reader Add-ons 9
Chapter 2 – Getting Started 12
Installing Foxit Enterprise Reader 12
Updating Foxit Enterprise Reader 15
Uninstalling Foxit Enterprise Reader 16
Learning About Toolbar Modes 17
Chapter 3 Typical Features 22
Using Group Policy 22
Using XML Editor 22
Using PDF Sign 22
Creating Signature 22
Verifying Digital Signature 24
Creating PDF 25
RMS Protector 27
RMS Setting 27
Security Watermark Management 37
Auditing Logs 39
Restrict Local Printing 41
Chapter 4 – Appendices 45
Keyboard Shortcuts 45
Command Lines 48
Contact Us 49

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Chapter 1 – Introduction

About the User Manual

Welcome to Foxit Enterprise Reader-- your right choice to view and print PDF documents!

Foxit Enterprise Reader, developed on the basis of Foxit Reader (GA), extends the usability and performance on both viewing and editing of Foxit Reader. This User Manual covers the features and functions particular and typical to Foxit Enterprise Reader. **For more information, please refer to "Foxit Reader 6.0_Manual"**.

Foxit Enterprise Reader Overview

Foxit Enterprise Reader, hereafter referred to as Foxit Enterprise Reader, is a free PDF document viewer and printer. It launches quickly (about one second) and requires no installation. Unzip the downloaded zip file to a folder of your choice and run the executable file directly.

Foxit Enterprise Reader enables users to create, edit and secure reliable PDF documents quickly, easily and economically. In addition to the basic PDF viewing functions, Foxit Enterprise Reader also includes various advanced features, such as RMS Protection, GPO Control, XML Control, etc.

Foxit Enterprise Reader Add-ons

Foxit Enterprise Reader provides separate add-ons for you to download on demand. These add-ons fall into critical add-ons and advanced add-ons, which can be updated by the Update Manager, and it can also be downloaded from our website (http://www.foxitsoftware.com/pdf/reader/addons.php). The former one is free while the latter provides additional features for a fee.

Critical Add-ons

Critical add-ons are free. They are essential components for proper display and execution. For example, if you open a PDF document containing Chinese characters, Foxit Enterprise Reader will ask if you want to download the Eastern Asian Language Support. If you choose "Cancel", you can read this file, but some characters will not be displayed correctly.

Free Critical Add-ons in Foxit Enterprise Reader

Name	Function Description	Remark
JPEG2000/JBIG Decoder	This add-on module is for decoding images in JPEG2000 or JBIG2 formats. If you don't install this module, images in those formats cannot be displayed.	Download Free
Eastern Asian Language Support	This module is used for displaying Eastern Asian Language in a PDF file. Eastern Asian Language can't be displayed properly without it.	Integrated in the package
GDI+ Module	This is a redistributable module from Microsoft and provides better display quality for graphics. You can still view the PDF file without this module in lower graphic quality. Installing this module will not affect any other applications on your system.	Download Free

NOTE: *To manually install a critical add-on, please extract it to the same directory where you install Foxit Enterprise Reader.*

See also "Updating Foxit Enterprise Reader".

Advanced Add-ons

Advanced add-ons have many specific capabilities.

Advanced Add-ons in Foxit Enterprise Reader

Name	Function Description	Remark
Foxit Toolbar for Browser	This add-on is a free toolbar for IE or Firefox that delivers up-to-date Foxit news and upgrades straight to your Internet browser, enabling the user to search the web anytime anywhere, giving easy access to various useful goodies and gadgets.	Download Free
Firefox Plugins	Foxit Firefox Plugin installs a simple Foxit Enterprise Reader into the Firefox web browser, this free add-on allows users to display, view, edit and print PDF documents in the browser.	Integrated in the package
Spell Checker	When you fill out an English form or use typewriter to insert any English text, this tool will try to find any spelling errors and	Integrated in the package

	highlight them with squiggly lines. If you right click on the misspelled words, you will see a list of suggested words. Click here to download the dictionary.	
RMS Plug-in	RMS Plug-in provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. With this plug-in, you can restrict user's access to documents to safeguard digital information from unauthorized use. Foxit Enterprise Reader provides two versions of RMS Plug-in, i.e. RMS Plug-in V1.0 for OS Windows XP and later, and RMS Plug-in V3.0 for OS Windows Vista SP2 and later. You can change between the two versions as required easily and quickly through GPO editing.	Free trial for 30 days.

Tips:

1. Instructions on installation of .fzip package below

To manually install a critical or an advanced add-on, please run Foxit Enterprise Reader, and then go to "Help" > "Install Update" > browse and choose the related downloaded package, and then click the "Open" button. When you're done, click "Done" to finish the installation.

2. How to install the dictionary for Foxit Spell Checker?

After you download the dictionary and unzip it, please save the unzipped folder named lex to the same installation folder of Foxit Enterprise Reader like C:\Program Files\Foxit Software\Foxit Reader.

Chapter 2 – Getting Started

This section gives you an overview of Foxit Enterprise Reader, including the introduction to toolbar modes and how to install, upgrade and uninstall Foxit Enterprise Reader.

Installing Foxit Enterprise Reader

Windows System Requirements

Foxit Enterprise Reader runs successfully on the following systems. If your computer does not meet these requirements, you may not be able to use Foxit Enterprise Reader.

Operating Systems

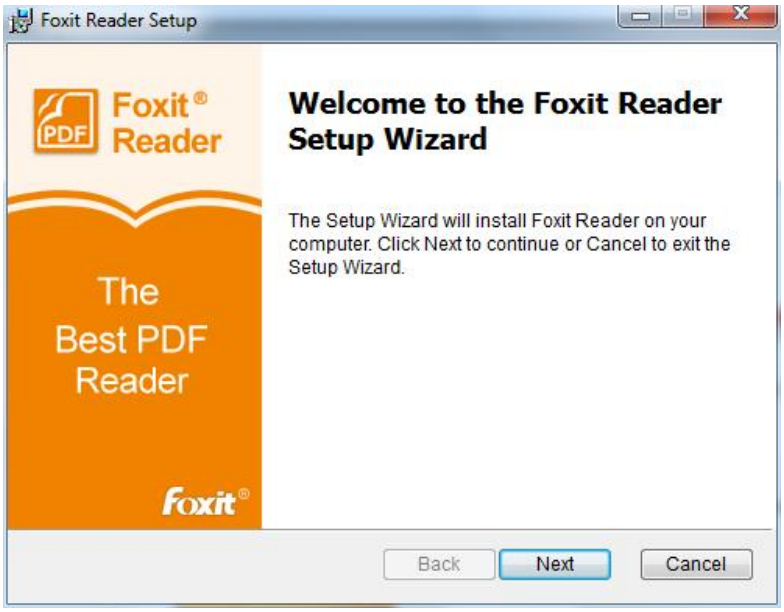
- Windows 7(32-bit & 64-bit)
- Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit & 64-bit)
- Microsoft® Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3 (32-bit & 64-bit)
- For users utilizing the Active Directory Rights Management Service and SharePoint integration capability, Windows 7 or Windows Vista with Service Pack2 (SP2) is required.

Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor
- 64 MB RAM (Recommended: 128 MB RAM or greater)
- 52 MB of available hard drive space
- 800x600 screen resolution

How to Install?

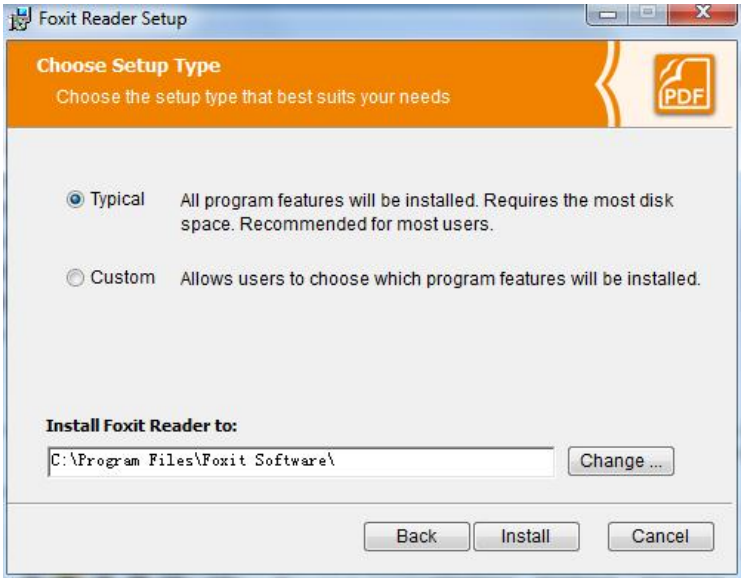
➢ Double-click the installation file and you will see the Install Wizard pop up. Click **Next** to continue.


Foxit Reader Setup
Foxit® Reader
The Best PDF Reader
Foxit®
Welcome to the Foxit Reader Setup Wizard
The Setup Wizard will install Foxit Reader on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
Back
Next
Cancel

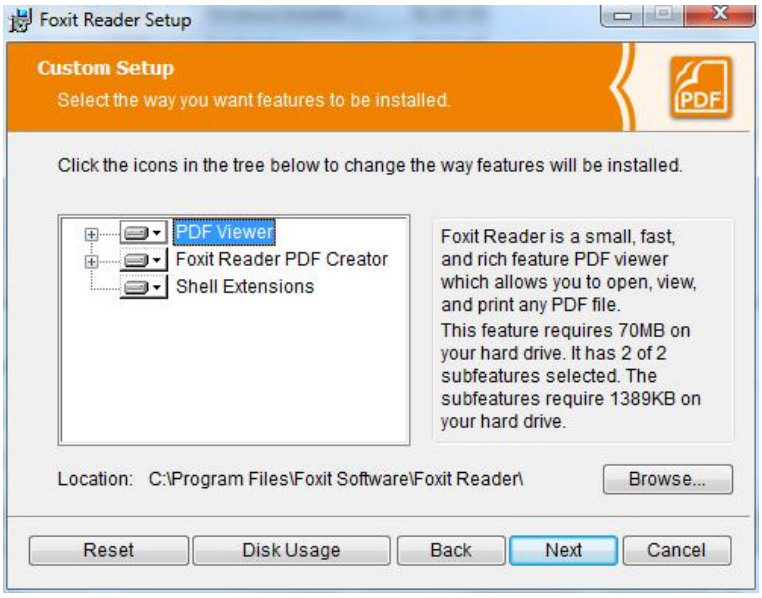
- In order to install Foxit Enterprise Reader on your system, you are required to accept the terms and conditions of Foxit's License Agreement. Please read the Agreement carefully and then check **I accept the terms in the License Agreement** and click **Next** to continue. If you cannot accept it, please click **Cancel** to exit the installation.

Foxit Reader Setup
End-User License Agreement
Please read the following license agreement carefully
FOXIT CORPORATION LICENSE AGREEMENT FOR DESKTOP SOFTWARE APPLICATIONS
IMPORTANT-READ CAREFULLY: This Foxit Corporation ("Foxit") License Agreement ("License" or "Agreement") is a legal agreement between You (either an individual or an entity, who will be referred to in this License as "You" or "Your") and Foxit for the use of desktop software applications, and which may include associated media, printed materials, and other components and
I accept the terms in the License Agreement
Print
Back
Next
Cancel

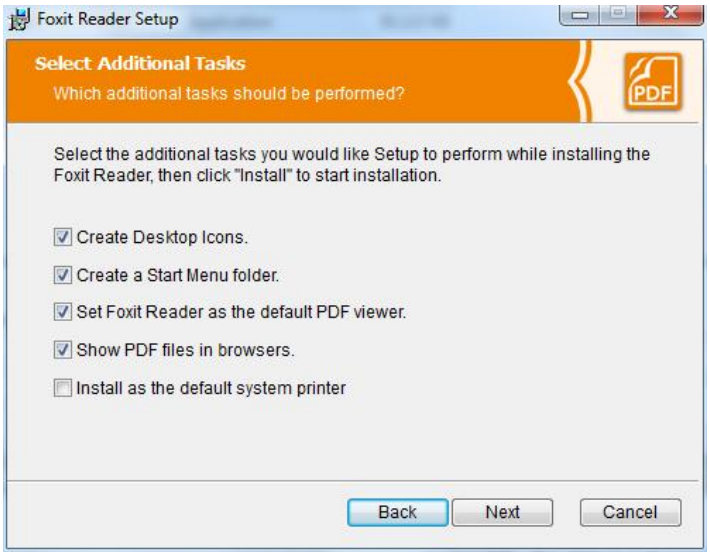
- Foxit Enterprise Reader will be installed under the default path: C:\Program Files \Foxit Software\Foxit Reader. If you want to change the location, please click **Browse** and set the installation path. And you can choose to select typical or custom installation. If you choose the custom installation, you can choose the optional components and plug-ins.



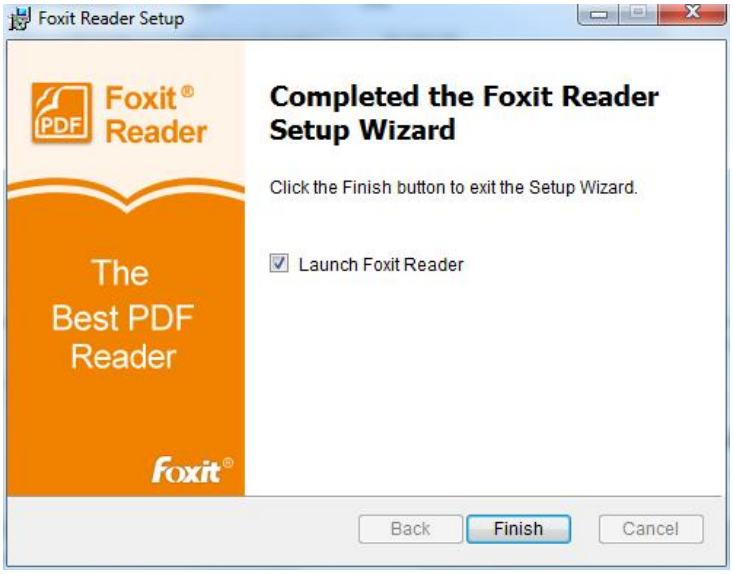
- If you choose custom installation, you will be given a chance to install optional components and plug-ins. Please check the corresponding option according to your requirements.


Foxit Reader Setup
Custom Setup
Select the way you want features to be installed.
PDF
Click the icons in the tree below to change the way features will be installed.
PDF Viewer
Foxit Reader PDF Creator
Shell Extensions
Foxit Reader is a small, fast, and rich feature PDF viewer which allows you to open, view, and print any PDF file.
This feature requires 70MB on your hard drive. It has 2 of 2 subfeatures selected. The subfeatures require 1389KB on your hard drive.
Location: C:\Program Files\Foxit Software\Foxit Reader\
Browse...
Reset
Disk Usage
Back
Next
Cancel

- Select the additional tasks you would like to perform while installing Foxit Enterprise Reader, then click **Install.**


Foxit Reader Setup
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing the Foxit Reader, then click "Install" to start installation.
Create Desktop Icons.
Create a Start Menu folder.
Set Foxit Reader as the default PDF viewer.
Show PDF files in browsers.
Install as the default system printer
Back
Next
Cancel

- Click install to begin the installation.
- Finally, a message will appear to inform you the successful installation. Click **Finish** to complete the installation.



Updating Foxit Enterprise Reader

Foxit files and add-ons can be updated in several ways. Some updates are available if you open a PDF document that triggers the updating process. For example, if you open a file that contains Chinese characters, Foxit Enterprise Reader will ask if you want to download the Eastern Asian Language Support. Other updates are available only from the Help menu, where you have to manually install them. However, all updates can be downloaded directly from Foxit website.

Updating from the Help Menu

1. Choose Help > Check for Update.
2. Select updates from the column on the left, and click Add to move them to the right column. Only the updates and components appropriate for your product will be listed.
3. Click Install.

Use Foxit Updater

1. Choose File > Preferences > Updater
2. Check the appropriate option according to your requirements.

- Automatically install updates (only for the patch): the system automatically downloads and replaces the original files in the installation folder when there is a new version.
- Automatically download updates, but let me choose when to install them (Default): the system automatically downloads and displays a message informing you of the upgrade and allowing you to choose to upgrade to the new version. This option is checked by default.
- Do not download or install updates automatically: never download or install updates automatically.

3. Click OK.

Updating From Foxit Website

1. Click to visit http://www.foxitsoftware.com/pdf/reader/addons.php.
2. Select and download the add-ons you want to update.
3. Extract them to the same directory where you install Foxit Enterprise Reader.
4. Re-run the Foxit Enterprise Reader program to implement the update files.

Uninstalling Foxit Enterprise Reader

How to Uninstall?

➢ Click Start > Settings > Control Panel > Add or Remove Program and select Foxit Reader to uninstall.

Learning About Toolbar Modes

Foxit Enterprise Reader offers two toolbar modes: Classic Toolbar Mode and Ribbon Mode, in order to provide users with different experience during PDF viewing.

Classic Toolbar Mode

Classic Mode was commonly applied in earlier versions of Foxit Enterprise Reader. In Classic Toolbar Mode, tools are arranged under menus. Users can get tools from corresponding menu by clicking the menu. It is quite simple and clean, only occupying little space and saving more space for document viewing.

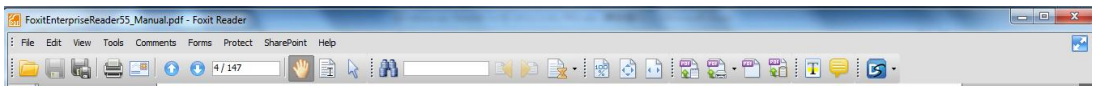


Fig. 1 Classic Toolbar Mode Overview

Notes:

1. By default, “Set to Defult PDF Reader”, “Check for Updates Now”, “Install Updates”, “Commandline Help”, “Free Offers”, “Ticket Support” and “Calculation Order” are not available in Classic Toolbar Mode.

2. By default, no Start Page will be displayed as Ribbon Mode does when no PDF file is opened in Classic Toolbar Mode.

3. Please do one of the following if the functions above are required:

- Change to Ribbon Mode, see also “Note”
- Edit the Group Policy, see also the attached “Foxit Enterprise Reader 6.0 _GPO_Manual”.
- Edit XML File, see also “Using XML Editor”

Ribbon Mode

Foxit has integrated the collective tools in the ribbon interface and created a new way of working, namely Ribbon Mode. Ribbon Mode is one of the big improvements you will find in Foxit Enterprise Reader. It is developed based on Microsoft Office 2013 (Office 15), to provide users with a familiar and intuitive user experience. In this mode, tools are arranged by groups and tasks. Compared with Classic Toolbar Mode, Ribbon Mode integrates more functions, such as setting the calculation order of forms, checking for updates and learning about plug-ins and command lines. Below are some highlights of the new interface.

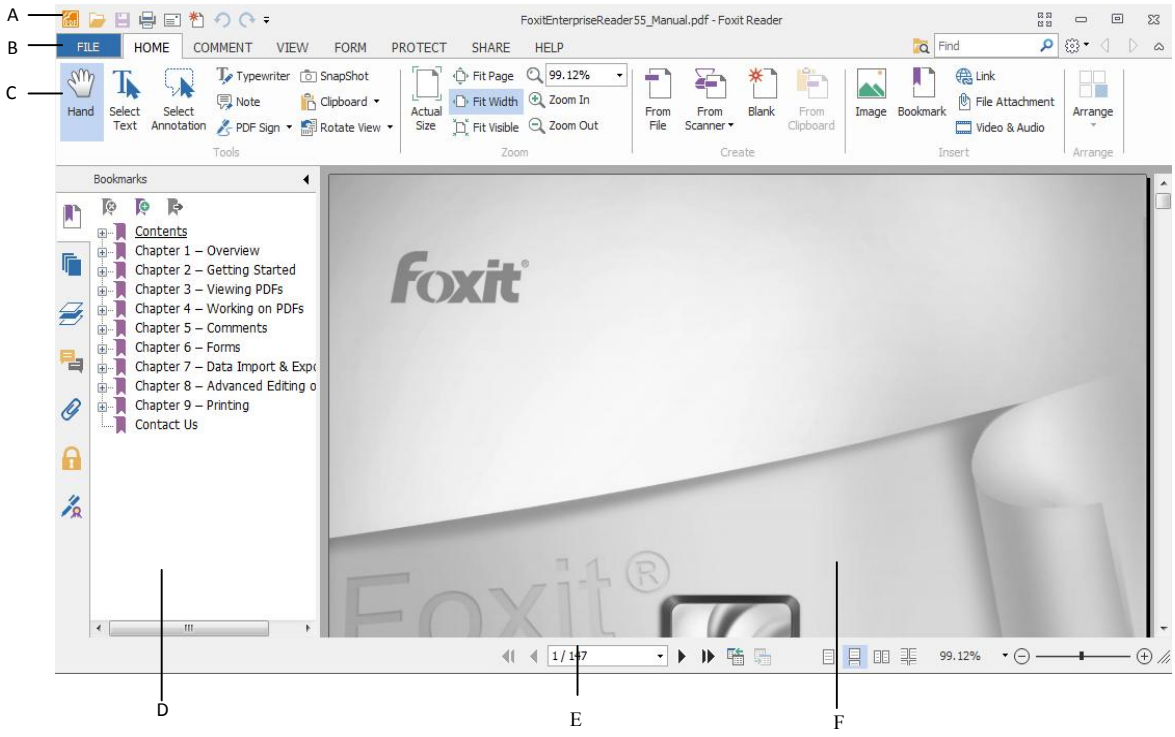


Fig. 2 User Interface in Ribbon Mode

***A.** Quick Access Toolbar **B.** Menu **C**. Ribbon **D.** Navigation Pane (Bookmark Panel displayed)*
***E.** Status bar **F.** Document Pane*

As shown above, Foxit Enterprise Reader generally contains three toolbars in Ribbon Mode, i.e. Quick Access Toolbar, Menu Bar and Ribbon Bar.

- **Quick Access Bar**: shows the basic tools, such as Open, Save, Print, etc. You can add or replace the tools so as to ensure that the commonly used ones are close at hand.
- **Menu Bar**: shows the major menus of Foxit Enterprise Reader, being classified as File, Home, Comment, View, Form, Protect, Share and Help.
- **Ribbon Bar**: categorizes the tools by groups according to the function of the tools.

About Menu Bar

File Menu

File Menu gives you quick access to many of Reader's most important tasks, including Open, Create, Save, Save as Close, Print and Exit. From this menu, you can also view the properties of Reader, set preferences and access a list of the most recent documents you have been worked on.

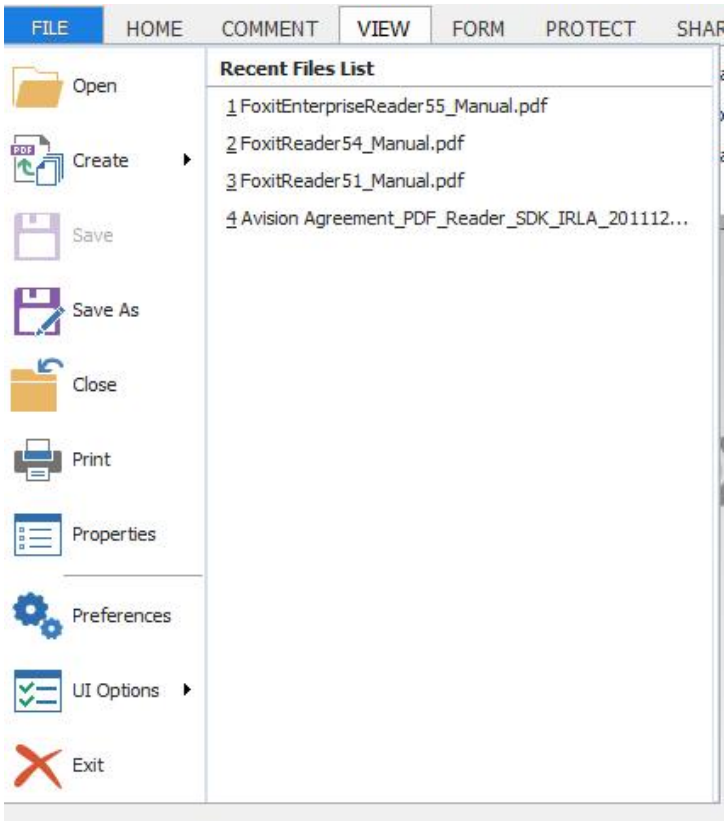


Fig. 3 File Menu

Home Menu

Under the Home Menu are PDF signature tools, Zoom tools, PDF creation tools and Insert tools.

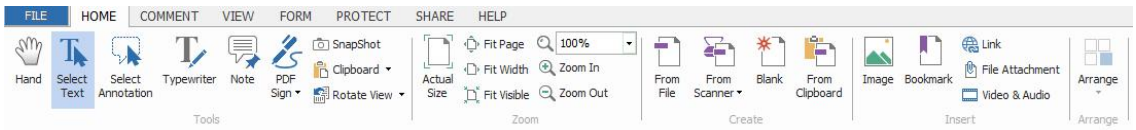


Fig. 4 Home Menu

Comment Menu

Comment Menu generally provides comment tools (including Text Markup tools, Typewriter tools, Drawing tools and comment management tools), measurement tools and stamp tools.

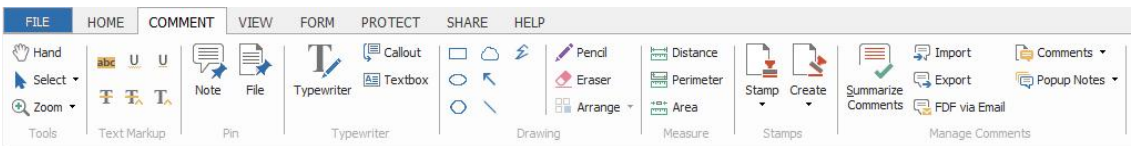


Fig. 5 Comment Menu

View Menu

Under the View Menu, you can get the “Go to destination” tools, viewing mode tools (including Read Mode, Reserve View, Text Viewer), Magnification tools, Read Out Loud tools, Page Display tools and View Setting Tools.

Fig. 6 View Menu

Form Menu

You may find Form Data tools under Form Menu, with which, you can import & export forms, reset forms and email forms.

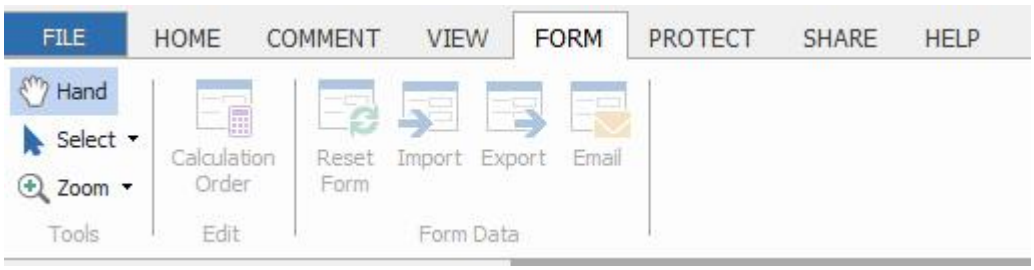


Fig. 7 Form Menu

Protect Menu

Protect Menu includes Signature tool, signature validation tool and RMS protection tools. With this menu, you can digitally sign document, validate the signature, restrict document permission and manage dynamic security watermark.

Fig. 8 Protect Menu

Share Menu

Under the Share Menu, you can find tools to share documents to Evernote or send them via Email. Besides, SharePoint service tools which allow users to seamlessly check out and check in

PDF files located on SharePoint Server nest under this menu as well.

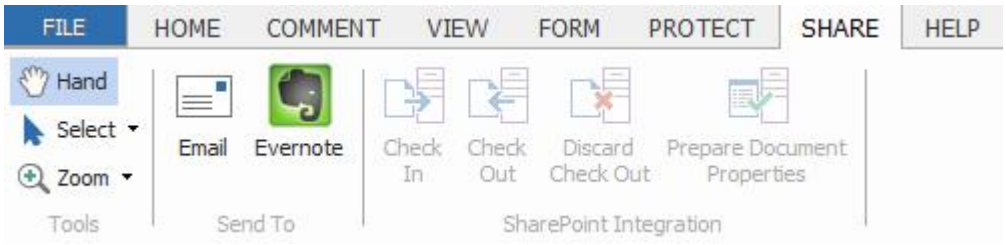


Fig. 9 Share Menu

Help Menu

The Help Menu contains Help tools which enable you to report error, get User Manual and the Command Line instruction. Also, under this menu, you can check for update, set Foxit Reader as the default PDF Reader, learn more about Foxit and check the plug-in installed.

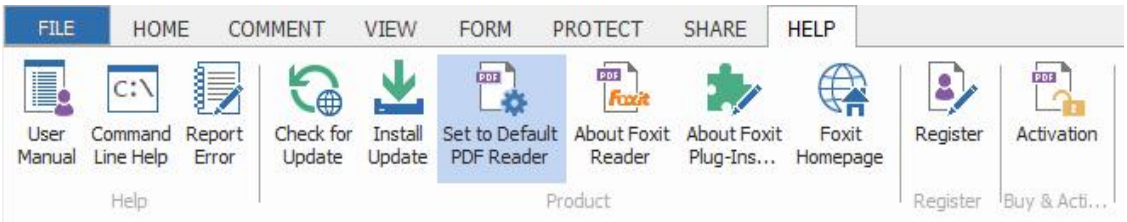


Fig. 10 Help Menu

Note: To change from Classic Toolbar Mode to Ribbon Mode, please choose View > UI Options > Change Toolbar Mode > Ribbon Mode > OK.

Chapter 3 Typical Features

Using Group Policy

Group Policy (GPO), a feature of the Microsoft Windows NT family of operating systems, is a set of rules that control the working environment of user accounts and computer accounts. It offers the centralized management and configuration of operating systems, applications, and users' settings in an Active Directory environment.

For instructions to use group policy of Foxit Enterprise Reader, please see the attached Foxit Enterprise Reader6.0_GPO_Manual. If you cannot open the attachment, please go to File > Preferences > Trust Manager > uncheck the Safe Reading Mode.

Using XML Editor

The XML file in Reader's folder can also be configured with XML Editor.

- Open the XML Editor.
- Set the preferences in the corresponding menus. For example, choose Preferences Tab > Click Welcome Wizard on the left panel > check Disable to remove the Welcome Wizard from Foxit Enterprise Reader.
- Please refer to GPO Items in GPO Manual to see the preferences in details.

Using PDF Sign

Creating Signature

PDF Sign enables you to create your self-signed signatures and add the signature to the page directly. You don't need to create different signatures for different roles or other complicated settings.

To create your own handwriting signature and sign a PDF, follow these steps.

1. Choose Protect > PDF Sign in Signature ribbon > Create Signature.
2. In the Create Signature dialog box, you can choose to draw now, import an image or from clipboard to create a signature.

3. (Optional) If you choose Draw Signature, click Draw to draw your signature in Draw Signature box, and click OK.
4. If you choose Import Image, then click Browse. And choose the image and click Open. You can preview the image in the Preview tab.

***Tip**: You can sign your signature on a clean white sheet of paper using a black pen, scan it to an image file. To create the best signature you had better scan your signature in monochrome at 600 DPI.*

5. You can set your name as your signature. Then click Save. The cursor will be changed into a rectangle.
6. Put the cursor to the place you want to sign. You can resize it by clicking it and dragging the handle. You can also move it by dragging it to other places. To remove it, select the signature and press Delete.
7. To apply the signature to the document, double-click the signature or right-click the signature and select **Apply signature**. Select **Place on Multiple Pages**, and then you can specify the page(s) you want to place.

***Note**: Once applied, the signature can no longer be edited or deleted.*

To manage the signature, do the following:

Choose Protect > Signature > PDF Sign > Manage Signature. In the Manage Signature dialog box,

click Create to create a signature. Select a signature you created, click Edit and you can change your signature. You can preview the signature after you edit it. To delete a signature, select the signature and click Delete.

Verifying Digital Signature

Foxit Enterprise Reader adds the new signature verification feature to keep PDFs information from any exploits and falsification by checking the validity of the signature, greatly improving the document authenticity and integrity. The support to MDP Verification will be coming soon.

To verify the digital signature's efficiency of PDFs, please do one of the following:

- 1. Go to Protect > Validate.

  2. Check the pop-up message box. It will show the efficiency of the Signature.

- 1. Right click the signature and select the Validate Signature or the Signature Properties.

  2. Check the pop-up message box or the Validity Summary in the Signature Properties dialogue box.

- 1. Double-click the signature

  2. Check the pop-up message box showing the Signature Status.

Creating PDF

Creating PDF is easy to use with Foxit Enterprise Reader. Users can easily and quickly create PDFs from Microsoft® Word®, PowerPoint®, and Excel® through the Foxit Enterprise Reader plug-in or export existing PDF file to text with one click. Just follow the steps below, and you can easily experience this new feature to the utmost.

Creating a PDF from File

- Choose Home and click

in Create ribbon.
- Navigate to and select the file to be created and choose Open.

- (Alternatively) You can simply drag the file to be created to Foxit Enterprise Reader, or right-click the file and choose Convert to PDF in Foxit Reader.

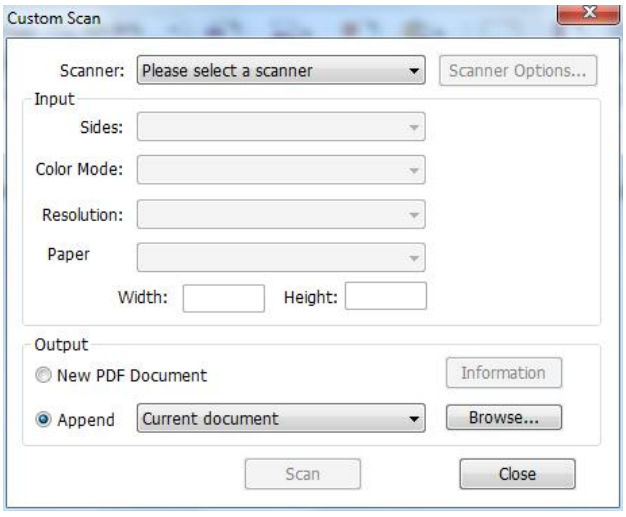
Creating a PDF from Scanner

- Choose Home and click From Scanner

in Create ribbon.
- Choose AutoDetect Color Mode/Black&White Document/Grayscale Document/Color Document as you need.

  - ✧ AutoDect Color: let application determine the paper document's content type.
  - ✧ Black & White Document: scan with Black & White color mode.
  - ✧ Grayscale Document: scan with Grayscale color mode.
  - ✧ Color Document: scan with color mode.

- Choose Custome Scan to define the scan settings.



1. **Scanner:** select an installed scanner. You must have the manufacturer's scanning software installed on your computer.
   - **Scanner Options (Windows only)**: click to open the Scanner Options dialog box. (Available only after you select a scanner.)
   - **User Interface:** the hide scanner's interface option bypasses the windows and dialog boxes provided by the scanner manufacturer. Instead, scanning from Foxit opens the Foxit Scanner dialog box.
   - **Paper Size:** the menu lists available standard page sizes.

2. Select the input and output in the Custom Scan dialog box, and then click Scan.

   - **Input**
   - **Sides**: choose single-sided or double-sided scanning.
   - **Color Mode** (Windows only): select a basic color mode (Color, Black and White, or Grayscale) supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.
   - **Resolution** (Windows only): select a resolution supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.
   - **Paper:** select a paper size or specify a custom width and height.

   Note: *If you select a Color Mode or Resolution option not supported by your scanner, a message appears and your scanner's application window opens, where you can select different options.*

   - **Output**
   - **New PDF Document:** select this to create a new PDF; deselect it if you want to append the scanned page to an existing PDF.
   - **Append:** select this if you want to add the converted scan to an existing PDF. Click Browse to find and select another PDF.
3. If creating a new PDF, choose **New PDF Document** and click **Information** to specify its author, title and filename, and click OK.
4. Select "Continue Scan (put next paper)" to scan next paper if you like.
5. Select "Finish Scanning" and click OK to exit.

- **Choose Configure Presets to configure the presettings.**

See also "Select the input and output in the Custom Scan dialog box" for details.

Creating a Blank PDF

- Choose Home and click Blank tool

in the Create ribbon, and a blank PDF will be created.
- Choose Comment > Typewriter and double-click the new PDF to start typing the text you want to add to the blank page.
- Choose File > Save or click Save button on the Quick Access Toolbar, and slect a name and location for the PDF file.

Creating a PDF from Clipboard

- Choose Home and click From Clipboard tool

in the Create ribbon, and a PDF with contents from clipboard will be created.

RMS Protector

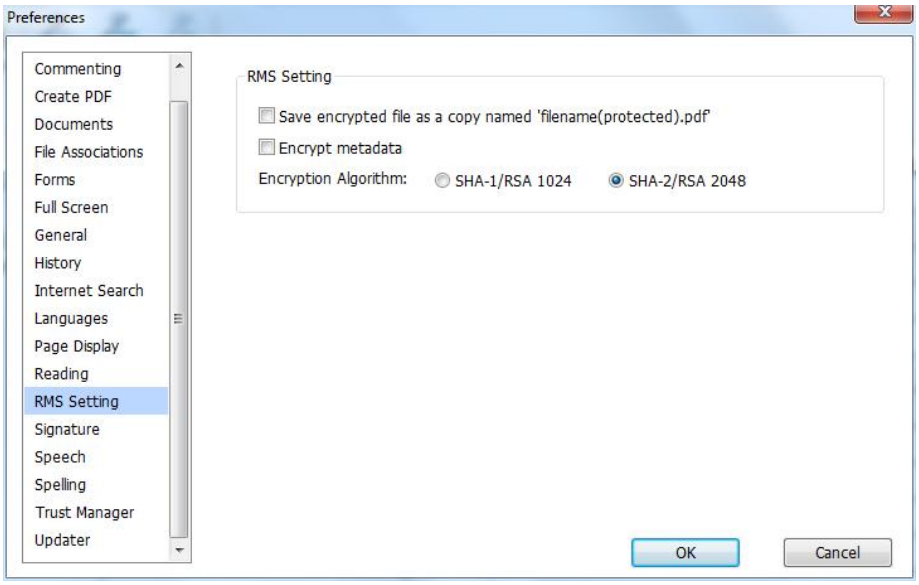
Microsoft Windows Rights Management Services is an information technology that works with AD RMS enabled applications to help safeguard digital information from unauthorized use. Foxit Enterprise Reader RMS protector provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. With Foxit Enterprise Reader, you can open an RMS-Protected document if you are authorized, to improve information security, meet compliance requirements, and save time and money with improved business processes. To meet more users' need, Foxit Reader is also compliant with Microsoft® AD RMS 2.1.

Once installed, Foxit Enterprise Reader will extend all Microsoft AD RMS service to all PDF files.

As for using Windows Azure AD Right Management (AAD RMS), please refer to the Quick Start for Using Windows Azure AD Right Management.

RMS Setting

Go to File > Preference > RMS Setting

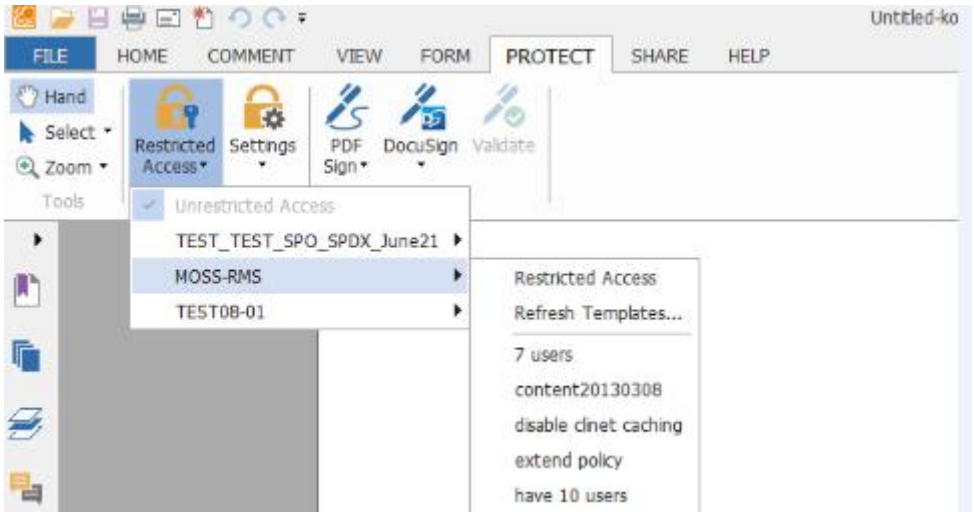


- Save the encrypted file as a copy which will be named as 'filename(protected).pdf' after encrypting a file with RMS feature.
- Encrypt metadata: Check it to encrypt metadata.
- Encryption Algorithm: There are two algorithms: SHA-1/RSA 1024 and SHA-2/RSA 2048. You can choose one of them as needed.

Note: A file encrypted by SHA-1 can be opened with Foxit PhantomPDF and Foxit Reader. A file encrypted by SHA-2 can only be opened with Foxit Reader 5.4, Foxit PhantomPDF 5.5 and the later versions.

RMS Encryption

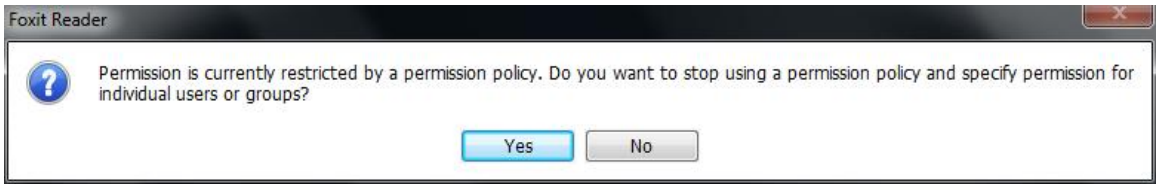
1. Go to Protect > AD RMS Protect > Restricted Access.



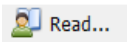
2. Choose the template you want. If you have more than one server, please firstly move the cursor to the name of the server, and then the templates on this server will be shown on the submenu. Click Refresh Templates to get the latest official templates from the server. You also can create custom templates. For more detailed information, please refer to Template Creation.

3. If you do not want to use the template, please click Restricted Access.

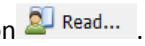
Foxit Reader will pop up a window asking whether want to stop using a permission policy and specify permission for individual users or groups. Click Yes to continue permission setting.


Foxit Reader
Permission is currently restricted by a permission policy. Do you want to stop using a permission policy and specify permission for individual users or groups?
Yes
No

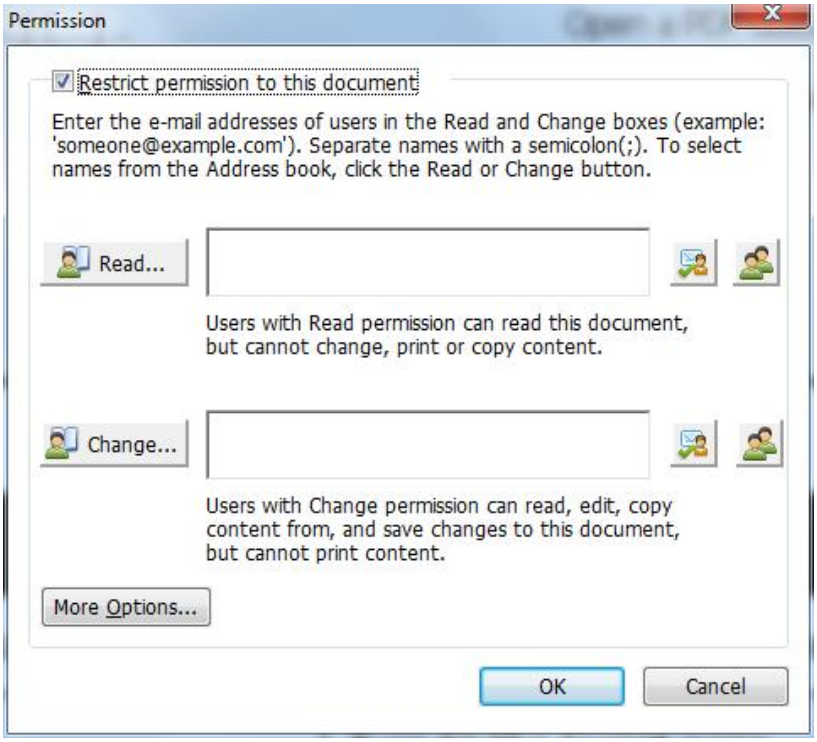
In the Permission dialog box:

- Check “Restrict permission to this document” option.
- Click the icon 

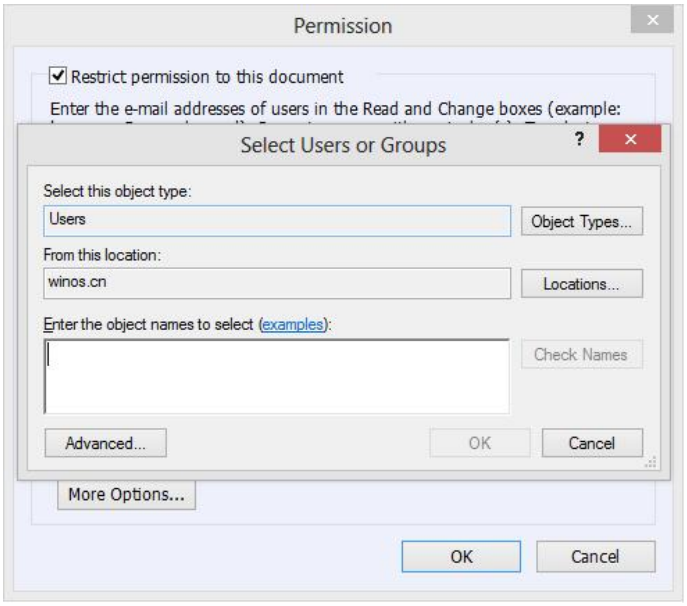
to add the users who you want to authorize the reading permission. To authorize anyone to read this file, select the icon on the right side.

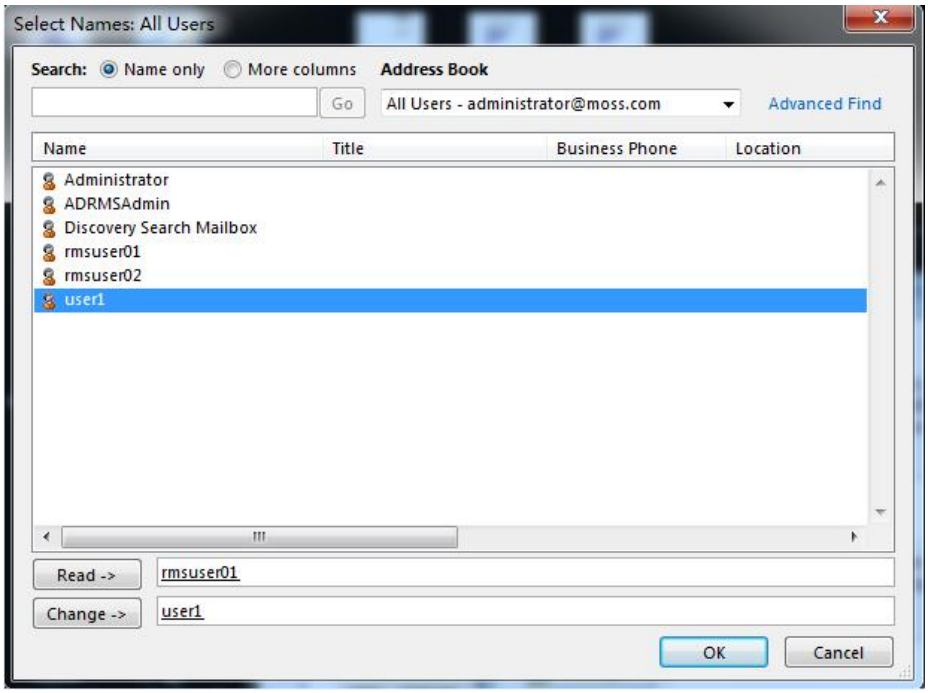
  (If you have an Outlook Email Client, the contact list of Outlook will pop up when you click the icon 

. But you should type your name and password when you login to the RMS server for the first time. You can choose the email address directly. Alternatively, you can also just type certain letters included in the email address, and then click icon , the system will help you enter the complete address according to the contact list. Then you can go to the More Option Step.)


Permission
Restrict permission to this document
Enter the e-mail addresses of users in the Read and Change boxes (example: 'someone@example.com'). Separate names with a semicolon(;). To select names from the Address book, click the Read or Change button.
Read...
Users with Read permission can read this document, but cannot change, print or copy content.
Change...
Users with Change permission can read, edit, copy content from, and save changes to this document, but cannot print content.
More Options...
OK
Cancel

- Choose the object types (users or group) and the server. Then type the e-mail addresses of the authorized users into the text box or click Advanced to open the e-mail address list on the server to choose an address directly.





- Click OK to exit Select Users or Groups dialog.
- Click More Options in Permission Dialog. The users you selected now will be shown on the text box. You can add or delete users as needed.

Additional permissions for users:

This document expires on: check it to set the expiration date. The document cannot be opened after the specified date.

Print Content: check this option to allow the users above to print the PDF files.

Allow users with read access to copy content: enable the users who only have read permission to copy content.

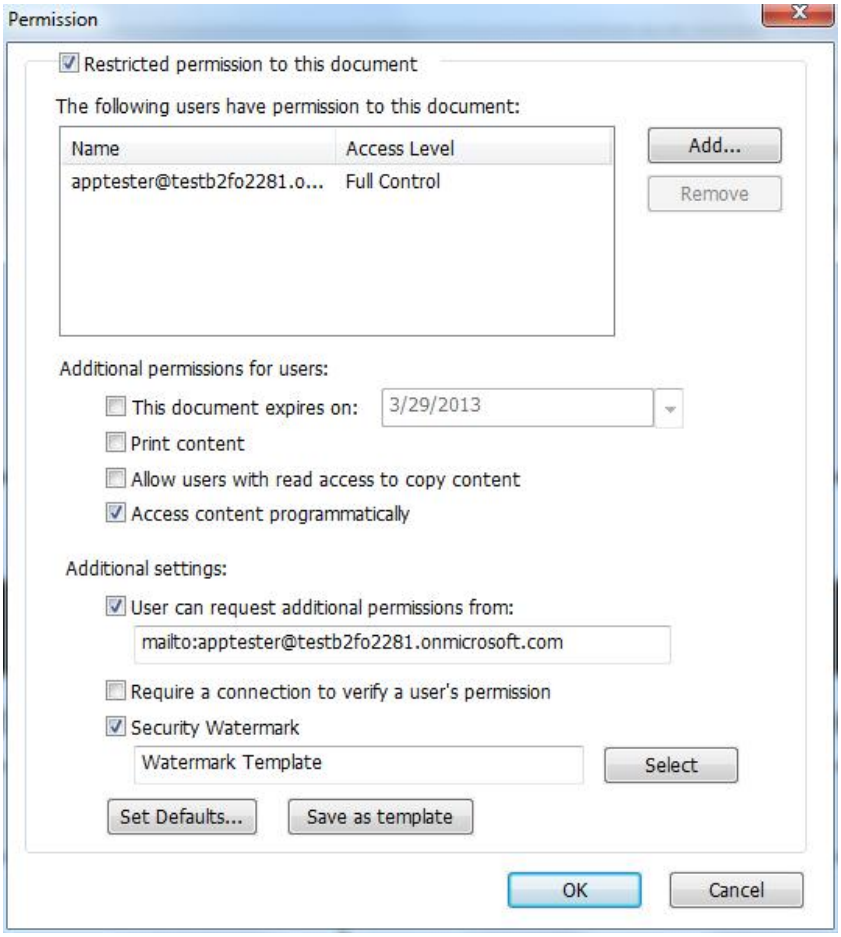
Additional settings:

User can request additional permissions from: if users want to apply for any permission, the application will open the email client and list the email address you typed into the text in the Recipient's Address automatically. You can type a URL as well.

Require a connection to verify a user's permission: Check this option to let users verify their license every time they open the encrypted file.

Security Watermark: add a security watermark to the PDF files. For the detailed instructions, please refer to Security Watermark Management.

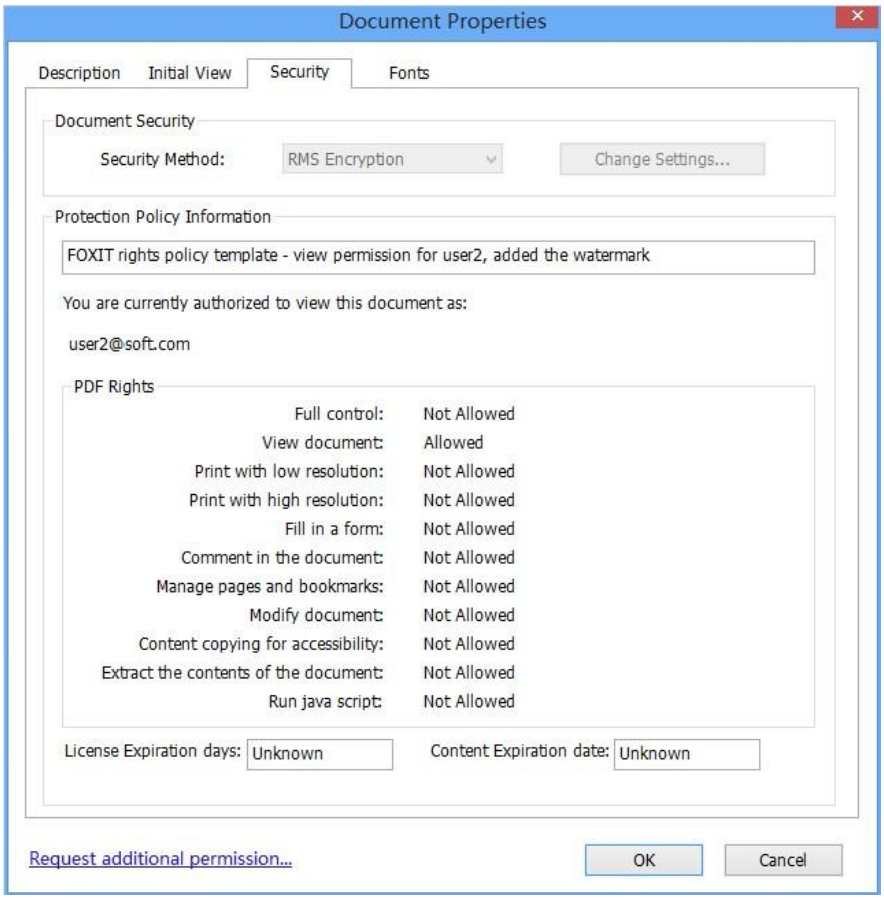
Set Default: set the additional settings as default.
Save as template: save the permission setting as template. You can name and descript the template on the pop-up window and click OK to complete it.



Note: If you want to set the encryption algorithm, please go to File > Preferences > RMS Setting > choose the desired encryption algorithm. A file encrypted by SHA-1 can be opened with Foxit PhantomPDF and Foxit Reader. A file encrypted by SHA-2 can only be opened with Foxit Reader 5.4, Foxit PhantomPDF 5.5 and the later versions.

4. If users need to request additional permissions for a PDF file, please do the following:

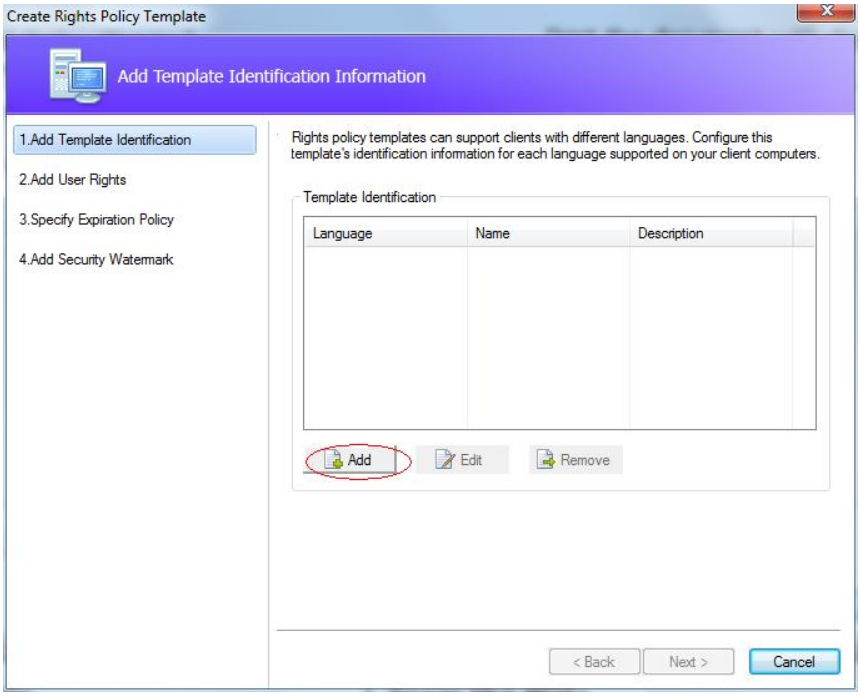
- Open the file and choose **FILE** > **Properties**. In the **Document Properties** dialog box, click **Security** tab.
- At the bottom of **Security** tab, click **Request additional permissions …** to request.



Template Creation and Editing

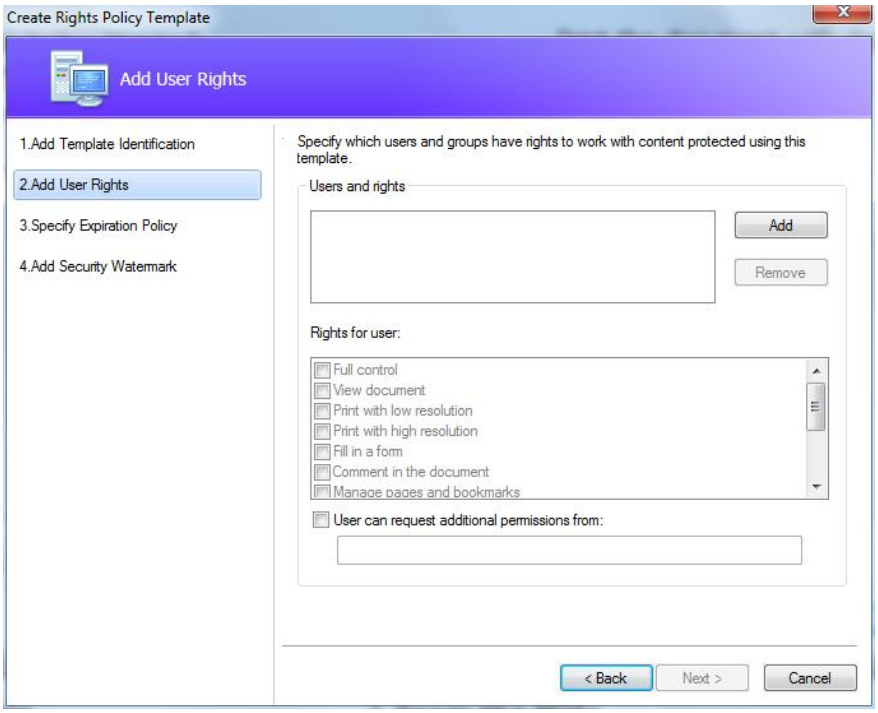
To create a custom template, please see the following steps:

1. Choose Protect > Settings in AD RMS Protect > Template Management.
2. Click Create. If you want to edit the existed template, please select the template and click Edit.
3. Click Add in the Create Rights Policy Template dialog box.



4. Choose the language and edit template name and description. Click OK. The template name and description will be shown in the Template Identification list. You can type the name and description with different languages for the template you want to create via clicking Add.

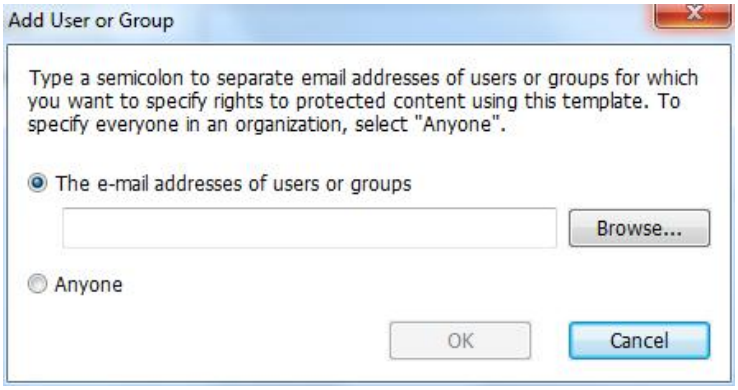
5. Click Next to turn to Add User Rights.



6. Click **Add** button to simply add users you would like to assign the rights.

- Input e-mail addresses in the field under "The e-mail addresses of users or groups" option or click Browser button to select email addresses from Outlook.
- Select Anyone to allow all the users to work with the encrypted PDF files.

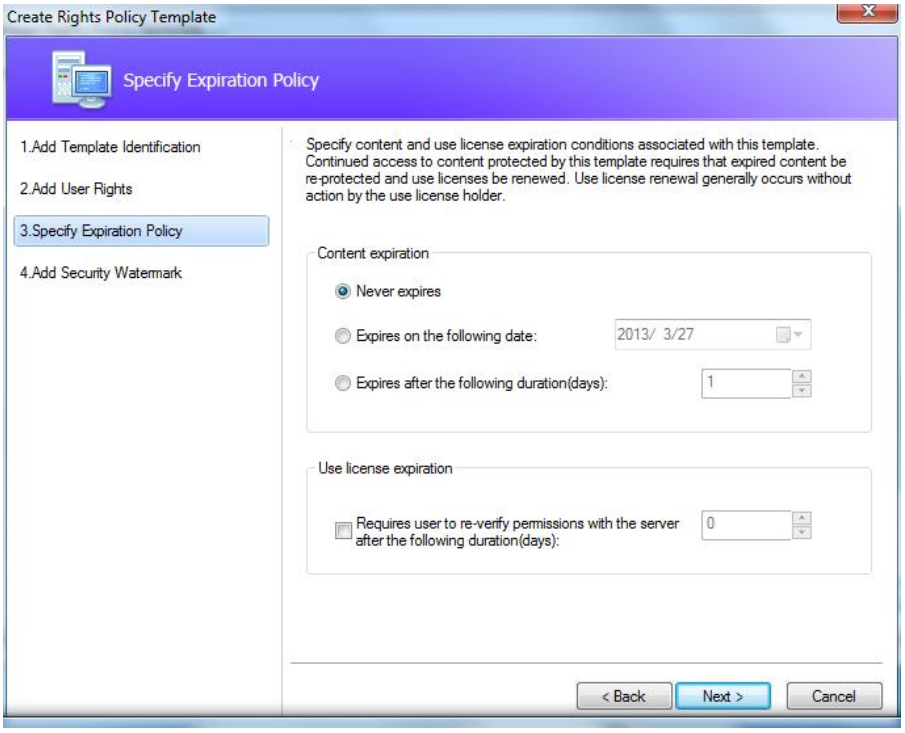
➢ Click OK to finish adding.


Add User or Group
Type a semicolon to separate email addresses of users or groups for which you want to specify rights to protected content using this template. To specify everyone in an organization, select "Anyone".
The e-mail addresses of users or groups
Browse...
Anyone
OK
Cancel

7. Check PDF permissions for the above users. You can set the permissions for all of the users or set different permissions for different users.

8. User can request additional permissions from: if users want to apply for any permission, the application will launch the email client and list the email addresses you typed into the text in the Recipient's Address automatically. You can type a URL as well.

9. Click Next to set the expiration policy.


Create Rights Policy Template
Specify Expiration Policy
1.Add Template Identification
2.Add User Rights
3.Specify Expiration Policy
4.Add Security Watermark
Specify content and use license expiration conditions associated with this template. Continued access to content protected by this template requires that expired content be re-protected and use licenses be renewed. Use license renewal generally occurs without action by the use license holder.
Content expiration
Never expires
Expires on the following date:
2013/ 3/27
Expires after the following duration(days):
1
Use license expiration
Requires user to re-verify permissions with the server after the following duration(days):
0
< Back
Next >
Cancel

Content expiration

Never expires: the PDF content can be viewed indefinitely.

Expires on the following date: the PDF content will expire on a given date.

Expires after the following duration (days): the PDF content will expire after the desired days selected.

Use license expiration

Requires user to re-verify permissions with the server after the following duration (days):users need to apply for a new license to open the encrypted PDFs several days (the number you type into) later.

10. Click Next to add security watermark. You can refer to the Security Watermark.
11. Click Finish to complete creating the template.

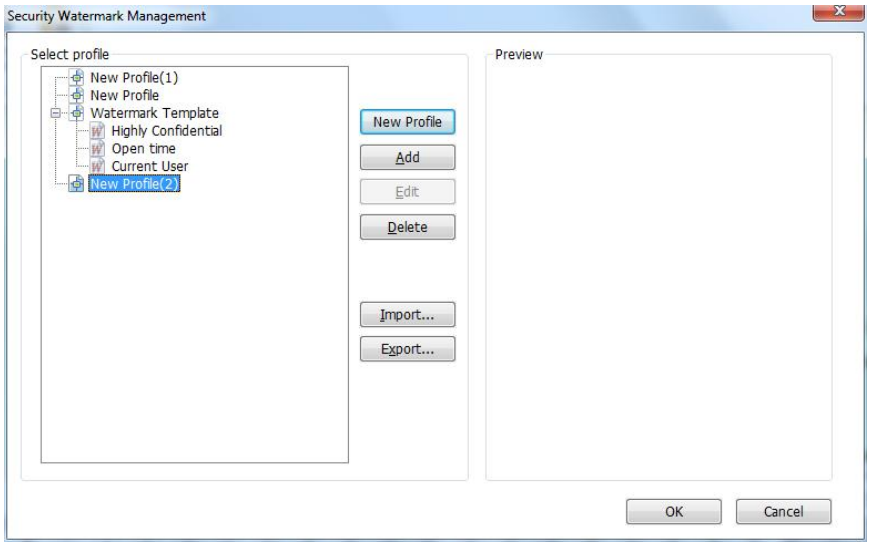
Security Watermark Management

1. Creating Profile

Before adding a watermark, you should create a profile first. The application will apply all of the watermarks in the profile to a PDF.

Note: you can only choose a profile but not a certain watermark to use. Please create the watermarks you want to add to one PDF in the same profile.

- Choose Protect > AD RMS Protect > Settings > Security Watermark Management.
- Click **New Profile** to create a profile and name it.



2. Adding Watermark

To add a new watermark, please do the followings:

- Open the Security Watermark Management and select a profile you created and click **Add** to add watermarks in the profile.
- Type the watermark's name.
- Type the watermark's content in the text box and set the font, size, color, underline, and

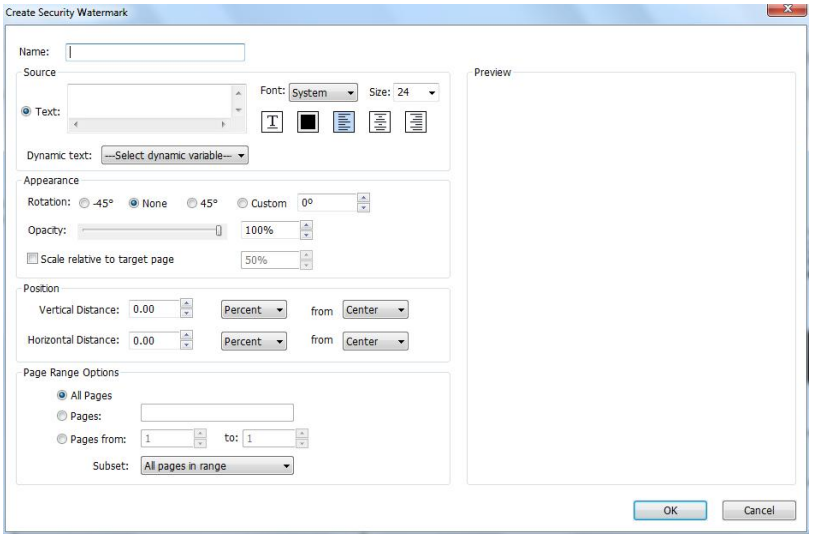
alignment.

Note: you can only set text as watermark.

- Choose “Select dynamic variable” in the drop-down menu of Dynamic text. When any PDF reader opens the file, the watermark will show the current document information dynamically and you can use multiple texts at the same time.

  Document Title: show the current document title.
  Author: show the author of current document.
  Current User: show the current user who is reading the document.
  Date: show the current system date when opening the document.
  Day: show the current system day when opening the document.
  Month: show the current system month when opening the document.
  Year: show the current system year when opening the document.
  Time: show the current system time when opening the document.
  Hour: show the current system hours when opening the document.
  Minute: show the current system minutes when opening the document.
  Second: show the current system seconds when opening the document.

- Set the appearance by choosing the rotation degree and the opacity. You also have the option to make the scale relative to target page.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to display the watermark. You can choose to display the watermark for all pages in range, even pages only or odd pages only in the subset list.
- Preview the watermark in the right pane.
- Click **OK** to finish it.



3. Editing or Deleting Watermark

Editing a Watermark

- Open the Security Watermark Management and select a watermark you want to edit.
- Click **Edit** to open the Edit Security Watermark dialog box.
- Begin editing the watermark, please refer to "Adding Watermark".
- Click **OK** to finish the operation.

Deleting a Watermark

- Open the Security Watermark Management and select a watermark you want to delete.
- Click **Delete** to remove the selected watermark.

4. Importing or Exporting Watermark

Importing a Watermark

- Open the Security Watermark Management and click **Import**.
- Choose a watermark with .xml format.
- Click Open.

Exporting a Watermark

- Open the Security Watermark Management and select a watermark you want to export.
- Click **Export** and choose a file type and location to save.
- The watermark will be exported as an .xml file or encoded file according to your choice. It can be integrated into AD RMS policy template and applied to the PDF files by Foxit Enterprise Reader.

  Note:

  1. If you want to integrate the watermark to a common policy template, please export it as an .xml file and add it to the template by Enterprise Reader directly.

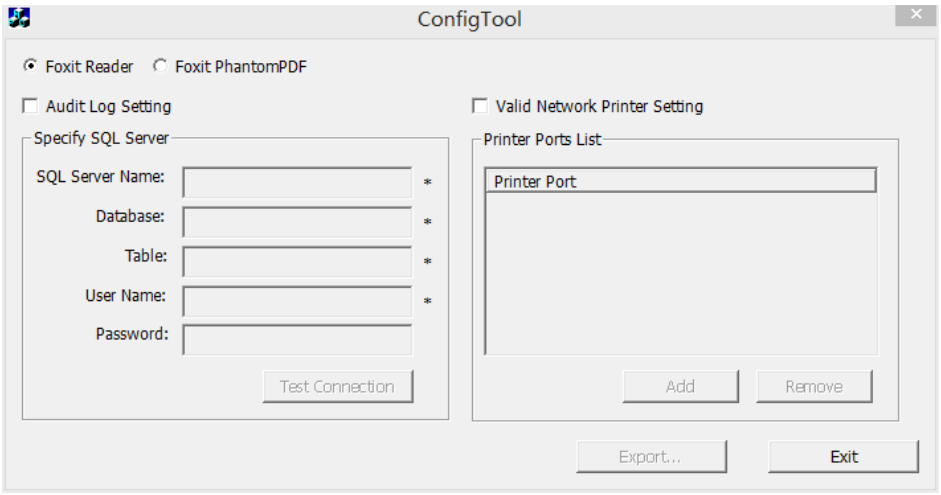
  2. If you want to integrate the watermark to an official policy template, please export it as an encoded file (.txt format) and integrate it into the template by AD RMS Scripting API Architecture. Then you can import the template and apply it to PDFs by Enterprise Reader. (Please click here to see the example and use the value of "appData.Name" and "appData.Value" in the exported encoded file.)

Auditing Logs

Foxit Enterprise Reader enables you to track on the usage of RMS protected files to record the actions on the files during workflow and save to SQL server, including who accessed the document, what document was accessed, when it was accessed, how it was accessed and the success of that access, and more.

To audit logs you should first download a configuration tool from http://cdn04.foxitsoftware.com/pub/foxit/rms/configtool/RMSConfigTool110.exe. Run the tool and do the following:

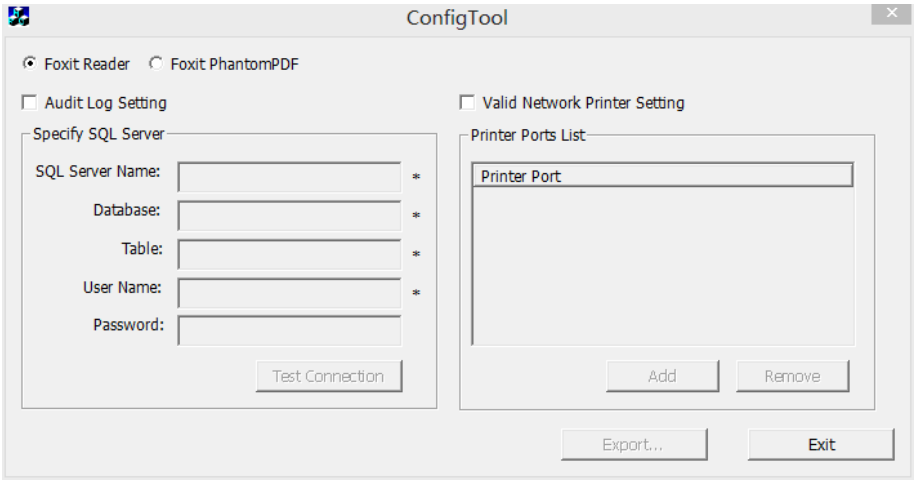
1. In the Config Tool dialog box, choose **Foxit Reader**, and check Audit Log Setting function.



2. Follow the codes below to create the database table on the server.

```
USE [Database]
GO
/****** Object:  Table [dbo].[Table_Name]  ******/
SET ANSI_NULLS ON
GO
SET QUOTED_IDENTIFIER ON
GO
CREATE TABLE [dbo].[Table_Name](
 [User] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [Action] [nvarchar](50) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [FileName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NOT NULL,
 [DateTime] [datetime] NOT NULL,
 [PrinterName] [nvarchar](max) COLLATE SQL_Latin1_General_CP1_CI_AS NULL,
 [Copies] [numeric](18, 0) NULL,
 [Result] [nchar](10) COLLATE SQL_Latin1_General_CP1_CI_AS NULL
 ) ON [PRIMARY]
```

3. Enter all SQL Server information shown as below, including SQL Server Name, the name of Database and Table, User Name and Password. Then click on **Test Connection** button to test if the connection works well. A message box will pop up to tell you if the test connection is successful.



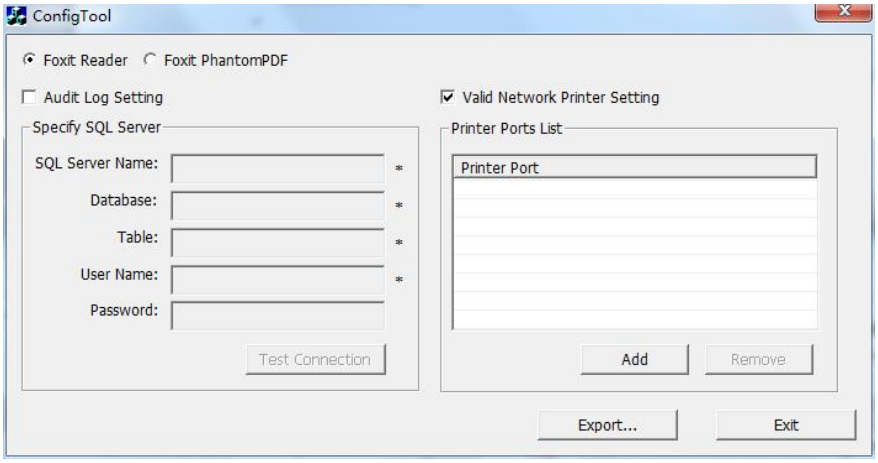
4. Click on the Export button to generate a .reg file for the administrator's configuration.
5. The administrator can distribute the .reg file to client-end computers.

Restricting Local Printing

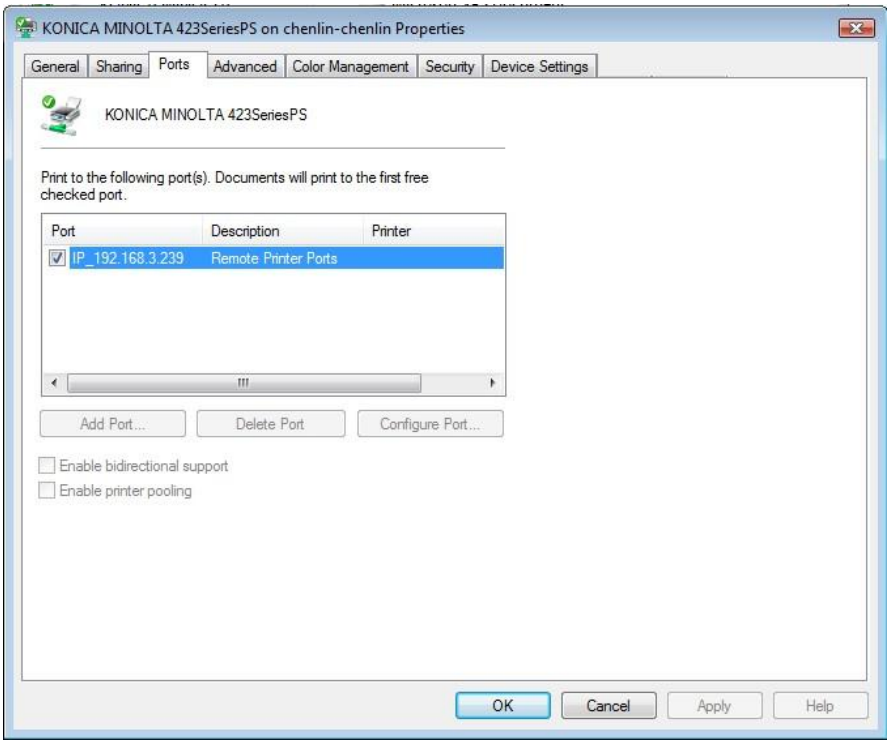
You can also set the printing permissions by specifying certain network printers to protect the sensitive information from being printed arbitrarily.

✧ **Network Printers Configuration**

To avoid unauthorized printing of sensitive documents, you can limit the printing permissions to certain network printers. To configure network printers, you should also download the configuration tool and check **Valid Network Printer Setting** in the Config Tool dialog box and then do the following:



1. You should get the Printer Port first. Please go to Start > Devices and Printers > right-click a network printer > Printer Properties. In the printer properties dialog box, choose Ports tab and get the information, e.g. the "IP_192.168.3.239" is the printer port.



2. Click Add button to add the Printer Port.

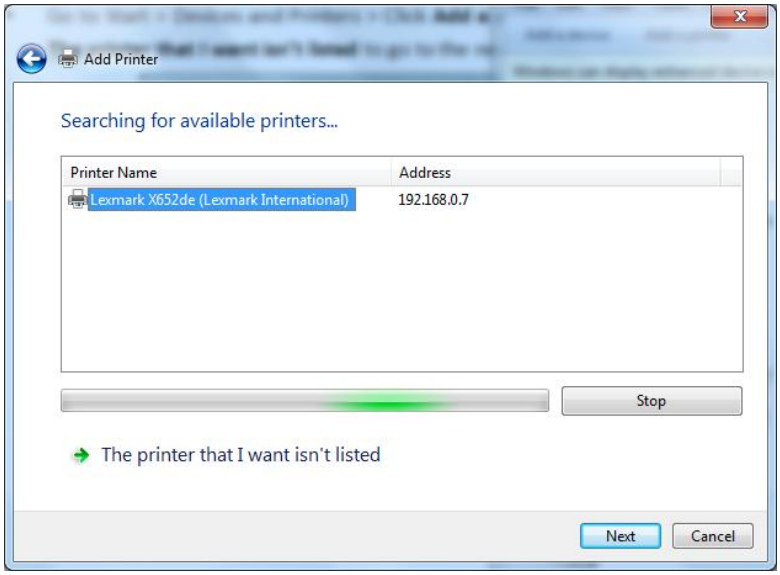
***Note**: About how to add a network printer, please see "**Add a Network Printer**".*

3. Click on Export button to generate a .reg file for the administrator's configuration.
4. The administrator can distribute the .reg file to client-end computers.

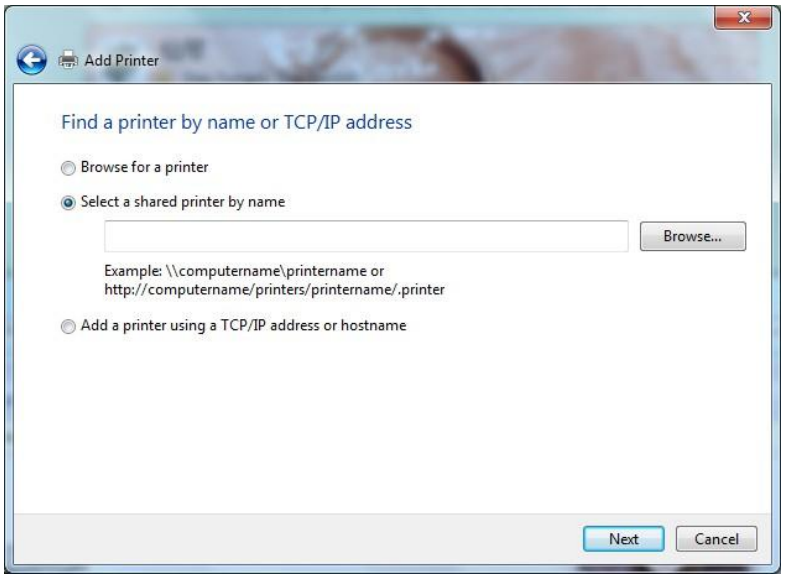
✧ **Add a Network Printer**

There are two devices to add a network printer as below:

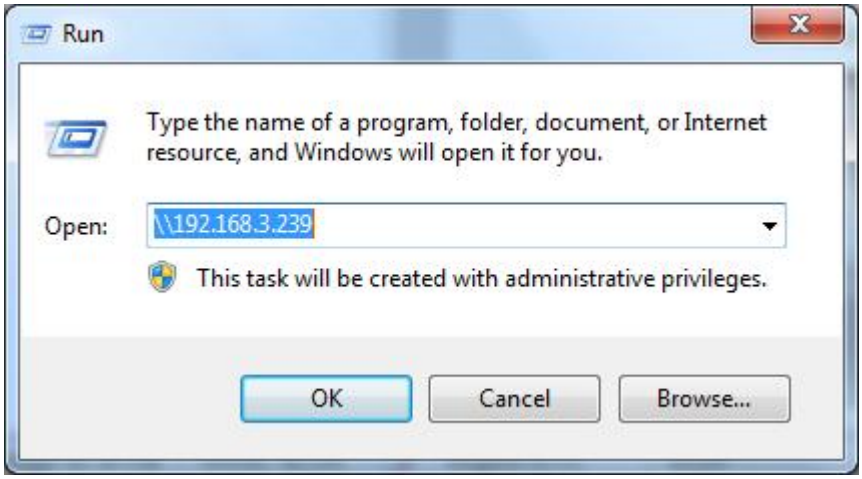
- Go to Start > Devices and Printers > Click **Add a printer**. In the Add Printer dialog box, click **The printer that I want isn't listed** to go to the next step.



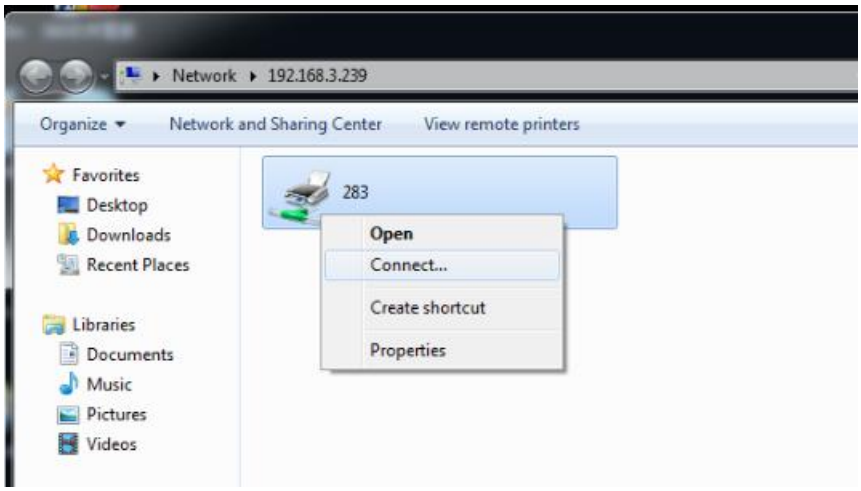
Follow the instructions shown in the Add Printer dialog box as below and complete adding a printer.



- Open the Run box by pressing shortcut keys Win + R, enter the printer URL you want to add and click OK.


Run
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
Open:
\\192.168.3.239
This task will be created with administrative privileges.
OK
Cancel
Browse...

In the pop-up dialog box, right-click the printer and choose connect on the context menu.



Chapter 4 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, and Command Lines.

Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit Enterprise Reader. Some particularly important ones are listed here:

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Enterprise Reader	Ctrl + Q
Save	Ctrl + S
Document Properties	Ctrl + D

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 0
Fit Width	Ctrl + 2
Fit Visible	Ctrl + 3

Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Show or hide Navigation pane	F4
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab

Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Cut	Ctrl + X
Paste	Ctrl + V
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z

Select Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Add Bookmark	Ctrl + B

Tool Keys

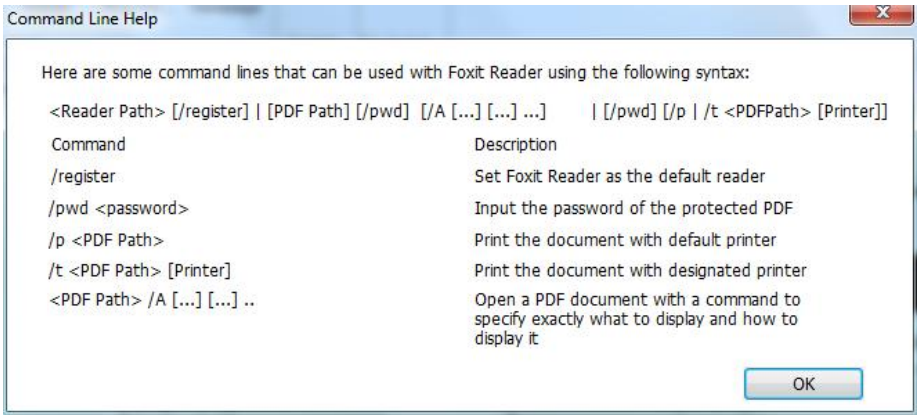
Action	Shortcut
Hand Tool	Alt + 3
Select Text	Alt + 6, or Shift + arrow key
Snapshot	Alt + 7
Exit Full Screen Mode	ESC, F11
Switch to Text Viewer	Ctrl+6

Document Keys

Action	Shortcut
Previous Page	Ctrl + Page Up
Next Page	Ctrl + Page Down
First Page	Ctrl + Home
Last Page	Ctrl + End
Go to Page	Ctrl + G
Select All	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Foxit Enterprise Reader defines parameters that allow you to perform operations on a PDF with a command. To check the command lines that can be used in Foxit Enterprise Reader, please go to Help > Command Line Help.



Command	Result
nameddest=destination	Open and highlight the target bookmark.
page=pagenum	Turn to the target page.
zoom=scale	Zoom the PDFs.
pagemode=bookmarks	Open the bookmark panel in the Navigation Pane.
pagemode=thumbs	Open the thumbnail panel in the Navigation Pane.
pagemode=layers	Open the layers panel in the Navigation Pane.
pagemode=none (default)	Close all the panels in the Navigation pane.
fdf="fdf path"	Open the FDF file.
toolbar=1|0	Show or Hide Tool Bar.
statusbar=1|0	Show or Hide Status Bar.
navpanes=1|0	Show or Hide Navigation Pane.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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